

**CONFIDENTIAL**

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

BRIEFING NOTES  
PERSONNEL OFFICERS MEETING, 4 FEBRUARY 1970

I. Status of Pieces on Tours, Home Leave, Overseas Travel and Death Benefits

1. Review of What Was New during the Past Year

- a. Feb 69 New policy was issued providing for Career Service determinations whether or not an employee's return to foreign area is contemplated, as one of the key factors in deciding his eligibility for home leave.
- b. Aug 69 Policies covering family and emergency visitation were put in permanent reg. form (previously in a Notice); picked up current State changes re revised definitions of "eligible dependent" who can travel (i.e., spouse or dependent child) and "serious illness" (death is imminent or likely to occur per medical opinion or illness in which absence of employee or eligible dependent would result in great personal hardship).
- c. 2 Sept 69 Raise in local mileage rate for POV from 10¢ to 12¢ (changed flat rates accordingly for certain local trips, [REDACTED]). 25X1A
- d. 19 Sept 69 Provision for travel upon resignation abroad to PPR (or constructive cost to PPR if elsewhere); new policy for paying travel and transportation costs of CIARDS retiree to place he elects in U.S. or possessions (or constructive cost to PPR if elects to retire abroad).
- e. 19 Sept 69 New definition of PPR and procedures for designation of a PPR (has multiple applications as a situs for travel benefits).
- f. 19 Sept 69 In cases of resignation and retirement government allowance of travel and 3 months' storage may be deferred up to 6 months and exceptions to beginning of such benefits may be deferred by D/Pers up to 18 months.
- g. 21 Nov 69 Announcement of policy that an employee determined to (dissem Jan 70) be eligible for HSTA (or comparable determination by Career Service of an employee's contemplated return to a foreign area if employee is ineligible for home leave because of insufficient service abroad).

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

**CONFIDENTIAL**



CONFIDENTIAL

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

(e) New Service Abroad Agreement is an omnibus piece showing post, prescribed tour of individual, PPR, and home leave point. To be executed whenever an employee goes abroad 25X1A

25X1A [REDACTED] Contains appropriate approving officials on form. (Will eliminate continuous service abroad concept.)

(f) D/Pers will decide in a case of a breached Service Abroad Agreement whether the Government's interest is sufficiently involved to justify the waiver of reimbursement of travel expenses already granted or whether to allow return travel (underscored material will be new standard).

(2) Home Leave

(a) In general, home leave will be granted upon completion of tour or approved return-short-of-tour (if 18 months or more). No distinction is made between first and second tours.

(b) Home leave point will be approved by OO if PPR, hqs, or residence of children, parent, brothers and sisters (also parents-in-law and brothers- and sisters-in-law). Some other point may be requested in writing and approved by D/Pers (concurrence of DD) if previously established interest as shown by state voting registration, property ownership or payment state or local taxes.

(c) Fifteen workdays are established as maximum for home leave taken when followed by PCS assignment in U.S. (annual can be approved in conjunction therewith). Exceptions to 15 days can be granted by D/Pers under same rules as State (additional rest need because of exceptional situation; long delay in receiving home leave or serious personal problems).

(3) New Death Benefits

(a) Raise amount for disposition of remains if employee dies while in travel status away from a PCS in Conus from \$150 to \$250.

(b) Pay all reasonable costs for disposition of remains of an employee who dies while on leave in U.S. provided he is assigned to a post abroad.

(c) Pay travel and transportation expenses to former home (or constructive costs) of the dependents and effects of a CIARDS participant who dies while assigned to a post [REDACTED] 25X1A

25X1A

*as employee*  
(d) Pay all reasonable costs for disposition of remains of a dependent of a CIARD participant who dies while in transit to and from a post of assignment in CONUS.

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

CONFIDENTIAL

**CONFIDENTIAL**

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

2. Remaining Packages (OP has had primary action responsibility for them because of its activity on Administrative Task Force and Director of Personnel role as an approving officer).

25X1A

a. Contents of Packages

(1)  
(2)  
(3)

(4)  
(5)

(6)

b. Status of Packages

25X1A

(1) Tours, home leave and related changes in [REDACTED] Travel Series -- Ready to be typed for 5-10 days' review by Deputy Directors, GC, IG and ExDir. (All comments reconciled except final decision on role of D/Pers in establishing tours and approving returns short-of-tour plus a decision on 2 or 3 procedural matters which should not hold up material.) After this review and authentication, they will go to printers. Time estimate for publication is 2 months.

(2) Death benefits revisions - on a 5 workday review now by DD's, IG, GC and ExDir. (No problems expected.)

c. Major Provisions.

(1) Tours of Duty

(a) Standard tour - 24 months; non-standard tours prescribed in advance 12-36 months. (D/Pers to approve upon request of Operating Official and concurrence of DD(s). Procedures prescribed.)

(b) Non-standard tours applicable to post, group of individuals or single employee. (AF has already acted.)

(c) Procedure for approving returns short-of-tour is prescribed.

(d) Rules of creditable service for tours established in one place within regs. (Same rules specified for home leave eligibility and home leave accruals except as noted.) New reg. provisions are: count TDY time immediately prior to PCS conversion of employee at post (when approved by OO); count TDY time while en route to or from PCS abroad; per State rules, time in US on family or emergency visitation travel extends period for home leave eligibility (not accruals) and all time away from post for family visitation travel extends tour time.

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

**CONFIDENTIAL**

**CONFIDENTIAL**

Approved For Release 2000/08/30 : CIA-RDP81-00614R000600250001-3

(e) If dependent dies abroad while employee is assigned abroad, pay cost of one round trip of employee or eligible dependent to place where deceased is located or place of interment, whichever is greater.

d. Special Concerns of D/Pers under pending regs:

(1) Approve non-standard tours and approve individual returns-short-of-tour.

(2) Approve or disapprove exceptional situations:

(a) PPR if not current physical dwelling.

(b) Home leave point if not PPR, hqs or residence of close relatives listed in new reg.

(c) Authorization of more than 15 workdays home leave when followed by PCS in U.S.

(d) Employee liability in breaches of Service Abroad Agreement.

(e) Employee liability if granted home leave and quits within six months.

(f) Turndowns of home leave eligibility because return to a foreign area is not contemplated (already on books).

(g) Deferring commencement of travel and storage benefits in retirement and resignation cases.

e. Special Concerns of Personnel Officers under new regulatory policies and procedures.

(1) In most cases, initiate actions necessary to accomplish individual executions of Service Abroad Agreement including prescribed actions when employee not stopping TDY at hqs. between permanent assignments abroad.

(2) In reviewing the need for returns-short-of-tour after 18 months or in applying for non-standard tours applicable to a post or to one or more employees at a post, be as clear as possible what the governmental interests are.

(3) Seek to confine redesignations of home leave points to a minimum consistent with criteria outlined in new regulation.

(4) Administer 15 workday limit for home leave of those reassigned PCS to U.S. on conservative basis pursuant to State pleas. (Probably will be Book Dispatch on this before regulation comes out.)

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

**CONFIDENTIAL**

**CONFIDENTIAL**

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

(5) Whenever participating in the referral of cases involving breaches of an employee's Service Abroad Agreement, be explicit on the nature of the Government's interest in situations when personal reasons are admixed or predominant.

## II. Other Major Regulatory Policy Developments

### 1. 3 Nov 69 - Overtime.

a. Revised regulation did several things, e.g., it raised grade level from GS-10 to GS-11 at and below which no 8-hour forfeiture is required. Those GS-12 and above forfeit 8 hours except:

(1) Occupants of positions identified by component heads, concurred in by DD's concerned and approved by D/Pers, and

(2) employees who are required to work continuously for 7 days or are used in a second job within the Agency (e.g., OTR). Regularly scheduled overtime must be approved by DD's, irregular or occasional overtime by Operating Officials who have been delegated the authority.

(3) Further change in the regulations is planned which would outlaw payment of overtime to employees GS-15 or above.

### 2. Revision and updating of OPM's.

Approved For Release 2000/08/30 : CIA-RDP81-00314R000600250001-3

**CONFIDENTIAL**

GUIDELINES

1. The Committee regarded its basic guideline to be <sup>the</sup> principle expressed by the Executive Director-Comptroller "to make sure that the travel expenses, allowances and other fringe benefits provided to Agency employees are as favorable as those provided in existing laws or in laws hereafter enacted for other Government employees in similar circumstances." We construed this statement as a responsibility to identify any such benefits and to consider their applicability to the Agency. We accepted a priori the desirability of extending new benefits or services to CIA employees that are accorded to personnel in other agencies provided these benefits can be considered necessary to the proper administration of Agency personnel and can be regarded as economically feasible.

2. An additional criterion for assessing whether or not the benefits or services available in other agencies should be administratively adopted by CIA is the actual applicability of such benefits to personnel within the other agencies. For example, the Department of State, USIA and the Foreign Agricultural Service (FAS) limit the grant of certain benefits, such as travel entitlements under the Foreign Service Travel Regulations, to personnel in the "foreign elements" of these organizations, and they provide the usual Government-wide benefits to other employees in the Civil Service. This fact has little relevance to overseas benefits authorized by the Foreign Service Act or other laws as an incident to a PCS abroad, because the Agency has already adopted most of them. The Committee has received several proposals, however, which pertain to benefits given to personnel of the Foreign Service Corps, or comparable elements of USIA, AID and FAS while stationed PCS in the United States and most of our report concerns benefits and authorities in this category. The Committee considered it necessary to consider appropriate bases for granting "foreign service" benefits to personnel in domestic assignments; otherwise, the Agency could, in adopting such benefits, go beyond the authorizations permitted within the other agencies.

3. Although the Department of State grants certain benefits to Foreign Service personnel while assigned in the U. S., on the theory that the assignments are a part of a continuing series of rotational tours, we do not believe this standard has any direct bearing on the proper administration of this Agency, any more than AID does in applying the benefits of the FSIRs to its personnel. Obviously, the Agency cannot most effectively perform its many diverse responsibilities through a formal overseas corps such as possessed by State or USIA, but it felt the need years ago to establish a career system in which it seeks to develop individual potential and provide certain special benefits while requiring conditions of selection and service quite apart from those prevailing generally in

**SECRET**

the Civil Service. Accordingly, Agency personnel are often required to express their willingness to go overseas when and where needed as a condition of initial employment; are subject to personal adjustments and financial losses in overseas movements and living under cover; are competitively considered for promotion and assignments, which includes the factor of personal mobility; and are required to accept overseas assignments in hazardous or hostile areas. In essence, the professional career system of this Agency, falling shy of the formalized obligations of the Foreign Service Corps but in many respects being demanding upon its personnel than AID, has evolved as the best means for meeting the needs of this Agency.

4. The Committee therefore accepts as a basic concept that the benefits available in the Foreign Service Act or other laws pertaining to domestic assignments should be extended to careerist personnel who have served or are expected to serve a substantial period of overseas service. Specific criteria regarded as appropriate to the authorizations of specific benefits are discussed in Sections II and III of this report.

**SECRET**